

JOB TITLE: Coordinator, Tax Services DIVISION: PM USA
DEPARTMENT: Distribution and Tax Services LOCATION: NYO
INCUMBENT: DATE PREPARED: 5/10/84
SUPERVISOR: NAME/TITLE: - Manager, Distribution & Tax Services

PURPOSE

To pay taxes on sample cigarettes in various states, to minimize disruptions or problems affecting the marketing, sales, and/or distribution of PM products as a result of cigarette tax regulations and laws, and to assist the Manager, Distribution and Tax Services in the performance of his/her duties.

WORKING RELATIONSHIPS

The incumbent reports to the Manager, Distribution and Tax Services.

In the New York Office the incumbent interfaces with such departments as Sales Administration, Marketing Information Systems, Headquarter Sales, Brand, Credit, Public Affairs, Legal and Corporate Tax. In Richmond the incumbent interfaces with Customer Service, Transportation and Accounting.

Externally, the incumbent will maintain close contact with federal, state, and local cigarette tax officials, and also with industry trade associations, the Tobacco Tax Council, the Tobacco Institute and tax stamping equipment manufacturers.

POSITION DEMANDS

College degree preferred in Marketing, Business Administration, or a related field. The incumbent should have at least one year of business experience, including administrative responsibility, data collection, and report preparation.

The incumbent should have good oral and written communications skills and the ability to work with all levels of management.

MAJOR RESPONSIBILITIES

1. The incumbent collects and prepares data from various New York and Richmond departments to assure that sample cigarette taxes are paid correctly and on a timely basis.

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2. The incumbent must keep abreast of changes in federal, state, and local tax laws in order to keep management informed of any changes. In addition, the incumbent updates the cigarette tax manual, State Tax and Pricing Report, and other related reports to assure availability of current information.
3. Maintains and updates information on state cigarette marketing regulations for use in conducting special marketing programs.
4. Maintains and updates information on field sales force manpower levels for use in production planning for sampling and special merchandising programs.
5. Secures and renews state tobacco licenses and permits to assure compliance with varying state requirements.

SCOPE OF POSITION

The incumbent's primary responsibilities involve payment of taxes on sample cigarettes, maintenance of current cigarette tax information, and obtaining and renewing state tobacco licenses and permits.

This is a specialized function of considerable importance to the company. Taxes on sample cigarettes average approximately \$5 Million per year, requiring payments to 53 federal, state, and local taxing jurisdictions. It is essential that these taxes are paid correctly and on time. The incumbent is responsible for collecting data from various New York and Richmond departments and preparing the information in the form required to file cigarette tax reports. The incumbent also assures that the correct payment amounts are submitted to the appropriate taxing authorities according to established deadlines.

The incumbent must remain current on any changes in federal, state, or local tax laws. The incumbent assures that changes are reported to management, and that the cigarette tax manual, State Tax and Pricing Report, and other related reports are updated promptly to provide correct information.

The incumbent is responsible for securing and renewing state tobacco licenses and permits. The incumbent must know the requirements for each state and assure that renewals of licenses and permits are completed according to schedule.

The incumbent also maintains and updates information on state cigarette marketing regulations for use in conducting special marketing programs. For example, in states where required, the incumbent provides prior notification to state tax administrators concerning PM USA sampling programs.

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The incumbent maintains and updates information on field sales force personnel by position (Division Manager, Area Manager, Sales Representative) by state. Because sample tax requirements and restrictions on sampling activities vary by state, current information on manpower allocation must be coordinated with state tax regulations in order to plan for the correct quantities of samples to be produced and distributed and, to assure compliance with applicable state regulations on sampling.

The incumbent maintains historical data on sample tax payments.

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